

May 20, 2008

Dear Summer 2008 Co-op Student:

My name is Maggi Dunsmore and I'll be your Cooperative Education Instructor this summer. Our 8-week summer school class will go very quickly. Our class session is June 16-August 9.

New Co-op students will need to see the orientation video no later than June 19th. This video is available in the Cooperative Education office, Building 42, by appointment only. You can make an appointment by calling (760) 245-4271, ext. 2281. The video can also be viewed in the Library, Building, 41. All students must purchase their Co-op notebook at the bookstore before viewing the video orientation. All students must complete a bright yellow information sheet (available in the Co-op Office) and turn it in as soon as possible, but not later than June 2. We'll also give you a "Dates to Remember" page with important summer Co-op dates. Returning students do not need to buy a new Co-op notebook or view orientation video. We'll give you new time sheets for your book. The Co-op office is located in the Academic Commons and will be open Monday-Friday from 8:30 a.m.-5:00 p.m. The office is closed on Monday, beginning June 9th. Our summer hours will be 8:00 a.m.-5:00 p.m., Tuesday-Friday.

All returning Co-op students will need to contact me by June 13 to schedule a time and day to come out to your worksite to meet with you and your supervisor to go over your objectives, finalize them, and sign the Training Agreement that I will be bringing out. Generally, this meeting will take between 15-30 minutes. These appointments will be completed between June 24 and July 11. Group appointments are acceptable and preferable. I can meet Monday through Thursday between 10:00 a.m. and 6:00 p.m. Please do not ask the Co-op staff to schedule your appointments with me. I keep my own calendar. Student nurse externs should contact the Co-op office by June 13th to obtain the date/time and place for your group training agreement appointment.

Before I come to your worksite, you should already have discussed your objectives with your supervisor. There are pages in your student handbook discussing how to write objectives and worksheets for writing your objectives. You can write/type them on these pages or write/type them on a separate piece of paper. See due dates for objectives on the Dates to Remember page. Please have three copies available at your first appointment. Returning students must change their objectives. You cannot use the same objectives from a previous semester. If you are having trouble coming up with objectives, you need to contact me **immediately** for assistance.

GRADING SCALE FOR LETTER GRADE

<u>FOR THE SEMESTER:</u>	Instructor Evaluation	30%
	Class Assignment(s) (homework)	30%
	Time Mgmt./Communication with the Co-op Staff	10%
<u>FOR EACH OBJECTIVE:</u>	Supervisor Evaluation	20%
	Student Evaluation	10%
		100%

Stay in good communication with me. If you hear from me, I expect you to get back with me promptly. Leave a voice mail, so I know that you did attempt to get in touch with me. If you hang up, it's the same as if you never called! If you have e-mail, please check in regularly. I use e-mail most of the time. Remember, the Cooperative Education office is closed on Mondays during the summer. I will not be in my office every day during summer school, but will be checking my e-mail and voice mail from home.

Please schedule your second appointment (advisement appointment) by July 21st. This appointment will be with me in my office July 28 – August 5. Group appointments are acceptable.

If you have problems meeting our deadlines, please contact me. **Lack of progress in the class will result in you being dropped from the class.** Please feel free to contact me with any questions, concerns, or any changes to your address, phone, and/or employment status, etc. I hope you have a successful Co-op experience.

Sincerely,

Maggi Dunsmore
Department Chair/Professor
Cooperative Education
Phone: (760) 245-4271, ext. 2288
Fax: (760) 245-4279
Email: dunsmorem@vvc.edu

NOTE: Homework is due by July 24th by 5:00 p.m. No late assignments will be accepted, even in cases of emergencies. Homework assignments cannot be faxed or emailed.